

Richland County Committee

Agenda Item Cover

Agenda Item Name: Employee Handbook – Affirming Revisions and Updates

Department	Administration	Presented By:	Assistant to the Administrator
Date of Meeting:	17 Dec 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Handbook
Date submitted:	16 Dec 2021	Referred by:	
Action needed by no later than (date)	N/A	Resolution	<u>N/A</u> , prepared, reviewed

Recommendation and/or action language:

Motion to... affirm all previous changes to the Richland County Handbook Addendums, and to accept the formatting change to the Richland County Handbook Addendums.

Background: *(preferred one page or less with focus on options and decision points)*

The attached draft of the Richland County Handbook Addendums are composed with efforts of capturing several previously accepted changes of the past year. There are also several small formatting changes included. Administration would like to have Finance and Personnel affirm the content changes and accept formatting changes. The Assistant to the Administrator will be walking the committee through the changes and formatting revisions.

Attachments and References:

Richland County Highway Dept Addendum	
Richland County HHS Dept Addendum	

Financial Review:

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)